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|  | Request for Advice Financial Reporting and Framework  |
| **Purpose** - This form is to be submitted by anyone seeking information/advice from the Financial Reporting and Framework (FRF) in the ACT Chief Minister and Treasury Directorate. Information/advice requested may include (but are not limited to) guidance relating to:The application of ACT Accounting Policies;The application of Australian Accounting Standards;The preparation of financial reports including the Model Financial Statements; andThe application of the Financial Management Act (FMA) and applicable guidelines.**Contacts** – If you have any questions please contact one of the following:

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| ***Name*** | ***Phone (02)*** | ***Email*** |
| Hamish Palfreyman  | 6205 7810 | Hamish.palfreyman@act.gov.au |
| Melissa Mitchell  | 6205 3920 | Melissa.mitchell@act.gov.au |

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| Part A: Description of the Advice Required |
| Please provide a short description of the advice required. Further background information (if necessary) should be included in Part E on page 2. |
| Part B: Timeframes |
| **Time frame in which advice is required:** | **[ ]  Urgent 24 -48hours** | **[ ]  Semi Urgent 1 - 3 Weeks** | **[ ]  Otherplease specify time frame** |
| **Specify Reasons for timeframe indicated above:** |
| ***Please note:****Upon receiving this request form and considering the timeframes stated, we will assess when we can provide any advice to you, and will confirm our commitment with you.* |
| Part C: Requestor’s Details and Manager of Strategic Finance (SOGA or above) Authorisation  |
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| **Name**:        |
| Email:        | Contact Number(s):        |
| ACT Government Agency:  | Branch/Unit Name:        |
| **Authorised by** |
| Name:        | Position:       | Signed: |

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| Part D: Similar Advice |
| Has similar advice been requested already? | [ ]  No [ ]  Yes  |
| If yes, please specify any details of that request and any subsequent advice provided:       |
| Have you reviewed the ACT Accounting Policies provided on the Accounting website? https://apps.treasury.act.gov.au/accounting | [ ]  No [ ]  Yes  |
| Part E: Include all relevant background information |
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| Part F: What is your suggested response/treatment? |
| Please reference relevant pronouncements (i.e. Accounting Standards, ACT Accounting Policy, FMA etc) including references to specific paragraphs. |
| Part G: Relevant Supporting Information |
| Advice provided is based solely on information supplied to the Accounting Branch. It is essential that **all relevant** information be provided with this request form. **Please list supporting documentation provided:** |
| **Financial Reporting and Framework (FRF) branch:** |
| Confirmation sent [ ]  | Task Logged [ ]  | Task Allocated [ ]  | Timeframe Agreed [ ]  |
| File Directory Created [ ]  Financial framework\ Accounting Advice\      | **Actioned by:** | **Reviewed by:** |
| **Date Due:** | **Date Complete:** | **Signed:**  | **Signed:** |